

We are currently updating our site; thank you for your patience.

INVENTORY

PART REQUESTS – REQUISITION – SINGLE ITEM

A purchase requisition for a single item can be created directly from the **Part Requests** listing screen.

This process can be used when there is no stock available in the company warehouse(s) and you wish to buy stock specifically for the part request.

You can also view, at a glance, how much current stock of a selected item is available in the request **source** warehouse. This will enable you to make a decision as to whether a requisition needs to be raised to fulfill the request of the item.

Ribbon Select **Inventory > Part Requests**



- The **Part Requests for the Site** screen will display.
- The **Site** filter will be set according to your company configuration. If required, select the Site you wish to work in.

Note: Refer to [Site Selections](#) for more information.

- The State filter will default to '**All States**' upon opening. You do not need to select a specific State to proceed with the **delete** pro-

cess. However, if you wish to narrow your search parameters, select the **State** that contains the part request you wish to delete.

Note: Refer to [State/Type Selections](#) for more information.

- The list of **part requests** displayed will be dependant on the **Site** and **State** selected.

DocNo	SourceType	State	Reference	BinName	PartDesc	PartCode	WarehouseName	Quantity	PartTypeDesc	CurrentStock	CallReference	ModelNo
KPQ0000002	WHSE	GR	K2 - Main	K2 - OS - Equipment	Sprint Multi Functional Copier	SP2020	K2 - Office Supplies	2.00	A Class Part	2.00	SP2020	
KPQ0000003	WHSE	PR	K2 - Over the Counter	K2 - OS - Accessories	Fuser Unit	SP2020-7223	K2 - Office Supplies	2.00	B Class Part	0.00		
KPQ0000004	WHSE	PR	K2 - Main	K2 - OS - Consumables	Toner Black	SP2020-2671	K2 - Office Supplies	2.00	C Class Part	0.00		
KPQ0000005	WHSE	N	K2 - Main	K2 - OS - Electronics	Copier Multi Function	M2540	K2 - Office Supplies	1.00	A Class Part	8.00	M2540	
KPQ0000006	WHSE	N	K2 - Main	K2 - OS - Electronics	Copier Multi Function	M2540	K2 - Office Supplies	1.00	A Class Part	8.00	M2540	
KPQ0000009	WHSE	N	K2 - Main	K2 - OS - Accessories	Fuser Unit	SP2020-7223	K2 - Office Supplies	1.00	B Class Part	0.00		
KPQ0000010	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Kyocera Digital Printer	ECOSYS M2	K2 - Main	3.00	A Class Part	4.00	ECOSYS M2635dw	
KPQ0000011	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Kyocera Digital Printer	ECOSYS M2	K2 - Main	1.00	A Class Part	4.00	ECOSYS M2635dw	
KPQ0000012	WHSE	N	K2 - Over the Counter	K2 - EL - Equipment	Sharp MX-4051 A3 color multifunctional printer	MX4051	K2 - Electronics	1.00	A Class Part	0.00	MX4051	
KPQ0000013	WHSE	N	K2 - Arts and Craft	K2 - EL - Equipment	Sharp MX-4051 A3 color multifunctional printer	MX4051	K2 - Electronics	1.00	A Class Part	0.00	MX4051	
KPQ0000017	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Toner Black	SP500-2671	K2 - Main	2.00	C Class Part	300.00		
KPQ0000018	WHSE	N	K2 - Home and Garden	K2 - Receiving Bin	Paper Tray	SP2020-1992	K2 - Main	2.00	B Class Part	20.00		
KPQ0000018	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Toner Black	SP2020-2671	K2 - Main	4.00	C Class Part	305.00		
KPQ0000019	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Staple Unit	SP2020-3671	K2 - Main	3.00	B Class Part	50.00		
KPQ0000007	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Toner Black	SP2020-2671	K2 - Main	1.00	C Class Part	305.00		
KPQ0000021	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Sprint Multi Functional Copier	SP500	K2 - Main	1.00	A Class Part	50.00	SP500	
KPQ0000021	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Toner Black	SP500-2671	K2 - Main	1.00	C Class Part	300.00		
KPQ0000022	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	SP500 Colour Copier	SP500-001	K2 - Main	1.00	A Class Part	0.00	SP500-001	
KPQ0000022	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Toner Yellow	M2540-003	K2 - Main	1.00	C Class Part	0.00	M2540-003	

SELECT ITEM

- **Either scroll down** the list or,
- Use the [Auto Filter Row](#), or the [sort icon](#) to find the specific part request item.

Note: There may be more than one item linked to a part request but in this process, only a single item on a part request is being requisitioned.

- In this example, there are **2** items linked to this part request.
- Select the **row** of the particular part request item where you wish to raise a requisition.
- In this example, you can see that the **Current Stock** available in the requested warehouse for this item is **0**, therefore raising a requisition for this request item is prudent.

RAISE REQUISITION

- Click on **Requisition**.

DocNo	Source	State	Reference	BinName	PartDesc	PartCode	WarehouseName	Quantity	PartTypeDesc	CurrentStock	CallReference	ModelNo
KPQ0000002	WHSE	GR	K2 - Main	K2 - OS - Equipment	Sprint Multi Functional Copier	SP2020	K2 - Office Supplies	2.00	A Class Part	2.00		SP2020
KPQ0000003	WHSE	PR	K2 - Over the Counter	K2 - OS - Accessories	Fuser Unit	SP2020-7223	K2 - Office Supplies	2.00	B Class Part	0.00		
KPQ0000004	WHSE	PR	K2 - Main	K2 - OS - Consumables	Toner Black	SP2020-2671	K2 - Office Supplies	2.00	C Class Part	0.00		
KPQ0000005	WHSE	N	K2 - Main	K2 - OS - Electronics	Copier Multi Function	M2540	K2 - Office Supplies	1.00	A Class Part	8.00		M2540
KPQ0000006	WHSE	N	K2 - Main	K2 - OS - Electronics	Copier Multi Function	M2540	K2 - Office Supplies	1.00	A Class Part	8.00		M2540
KPQ0000009	WHSE	N	K2 - Main	K2 - OS - Accessories	Fuser Unit	SP2020-7223	K2 - Office Supplies	1.00	B Class Part	0.00		
KPQ0000010	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Kyocera Digital Printer	ECOSYS M2	K2 - Main	3.00	A Class Part	4.00		ECOSYS M2635dw
KPQ0000011	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Kyocera Digital Printer	ECOSYS M2	K2 - Main	1.00	A Class Part	4.00		ECOSYS M2635dw
KPQ0000012	WHSE	N	K2 - Over the Counter	K2 - EL - Equipment	Sharp MX-4051 A3 color multifunctional printer	MX4051	K2 - Electronics	1.00	A Class Part	0.00		MX4051
KPQ0000013	WHSE	N	K2 - Arts and Craft	K2 - EL - Equipment	Sharp MX-4051 A3 color multifunctional printer	MX4051	K2 - Electronics	1.00	A Class Part	0.00		MX4051
KPQ0000017	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Toner Black	SP500-2671	K2 - Main	2.00	C Class Part	300.00		
KPQ0000018	WHSE	N	K2 - Home and Garden	K2 - Receiving Bin	Paper Tray	SP2020-1992	K2 - Main	2.00	B Class Part	20.00		
KPQ0000018	WHSE	N	K2 - Home and Garden	K2 - Receiving Bin	Toner Black	SP2020-2671	K2 - Main	4.00	C Class Part	305.00		
KPQ0000019	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Staple Unit	SP2020-3671	K2 - Main	1.00	B Class Part	50.00		
KPQ0000019	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Toner Black	SP2020-2671	K2 - Main	1.00	C Class Part	305.00		
KPQ0000021	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Sprint Multi Functional Copier	SP500	K2 - Main	1.00	A Class Part	50.00		SP500
KPQ0000021	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Toner Black	SP500-2671	K2 - Main	1.00	C Class Part	300.00		
KPQ0000022	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	SP500 Colour Copier	SP500-001	K2 - Main	1.00	A Class Part	8.00		SP500-001
KPQ0000022	WHSE	N	K2 - Over the Counter	K2 - Receiving Bin	Toner Yellow	M2540-003	K2 - Main	1.00	C Class Part	0.00		M2540-003

- A **Procurement - Purchase Requisition** message box will pop up with the following prompt:
 - Are you sure you want to create a new purchase requisition to procure this part?
- Click on **Yes**.

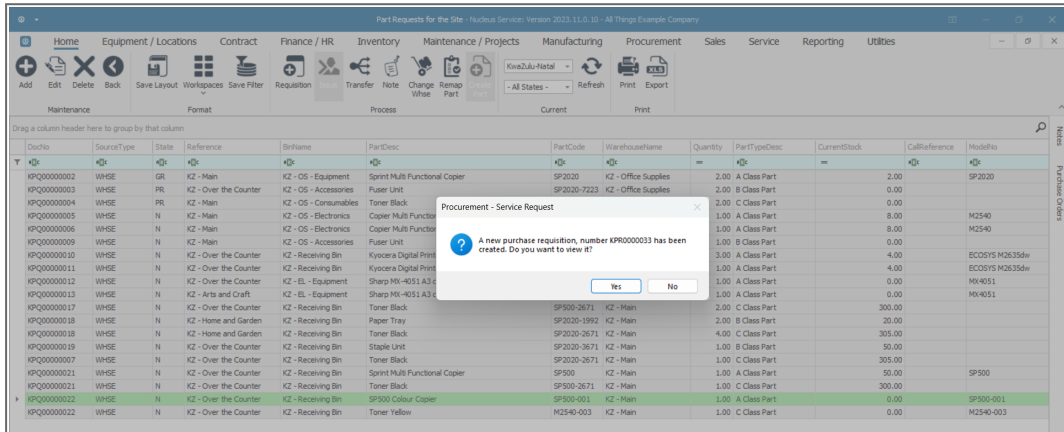
VIEW NEW PURCHASE REQUISITION

- A **Procurement - Service Request** message box will pop up with the following prompt:

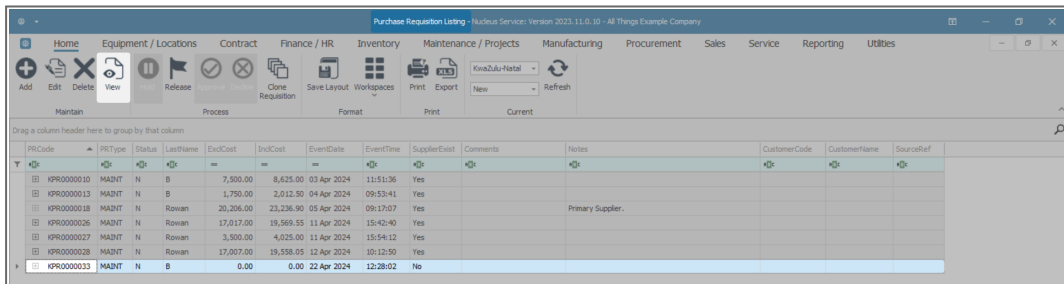
- A new purchase requisition, number [] has been created. Do you want to view it?

- Click on **Yes**.

Note: If you select No, then you will remain in the Part Requests for the Site screen.



- The **Purchase Requisition Listing** screen will open.
- The newly created purchase requisition will be selected.
- Click on **View**.



- The **Edit Requisition** screen will open.

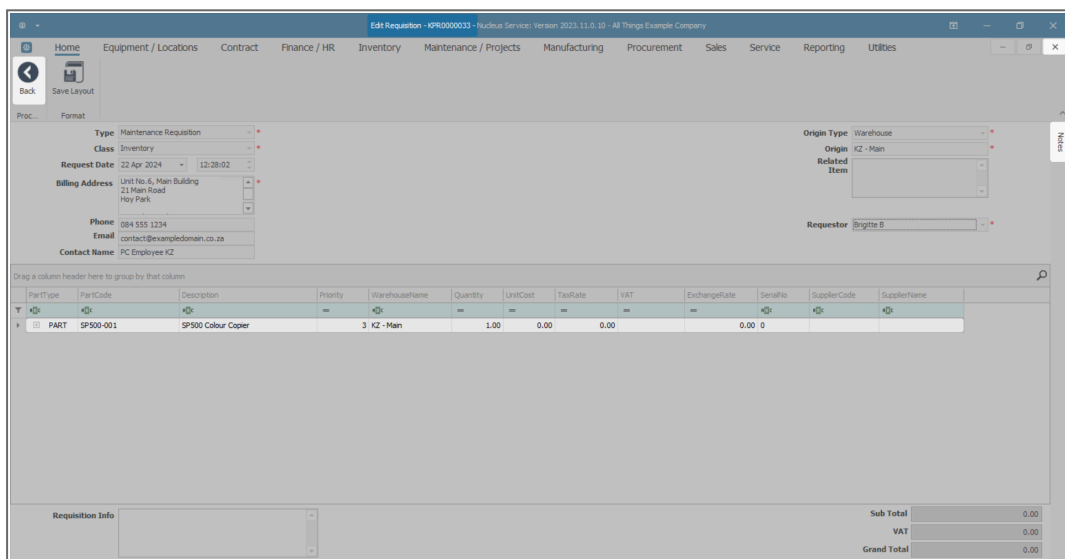
Note: Although this screen is called 'Edit Requisition' screen, you will note that there is no Save button, only a Back button as this is a view only screen.

- Only the specific part request item that was selected in the process above is listed in the data grid.

- If a **primary item supplier**¹ has been set up on the part definition, then the **Unit Cost**, **Supplier Code** and **Supplier Name** fields will populate with the linked supplier details.

For a detailed handling of this topic refer to [Parts - Items Supplied](#)

- If you wish to link a **Note** to this requisition, you can click on the tab and [add a note](#) from here.
- Click on **Back** or **Close** the screen to return to the **Purchase Requisition Listing** screen.



PartType	PartCode	Description	Priority	WarehouseName	Quantity	UnitCost	TaxRate	VAT	ExchangeRate	SerialNo	SupplierCode	SupplierName
PART	SP500-001	SP500 Colour Copier		3 KZ - Man	1.00	0.00	0.00		0.00	0		

Sub Total	0.00
VAT	0.00
Grand Total	0.00

EDIT REQUISITION OPTIONS

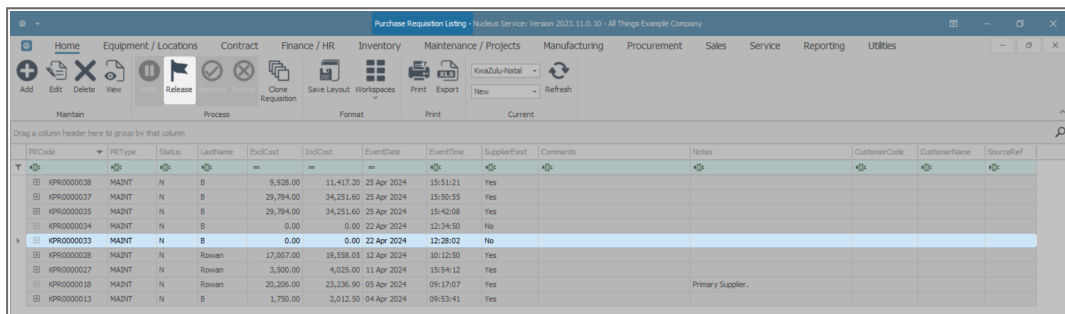
- From the **Purchase Requisition Listing** screen, you can **Edit** the Purchase Requisition if required:

¹This will be the supplier that you regularly buy a particular part/item from. The primary supplier is linked to the part definition. Any purchase requisitions raised for this part definition will be created with the primary suppliers details linked. The purchase requisition can be edited to link an alternative supplier, if required.

- [Add, Edit Requisition Items \(Parts & Qty\)](#)
- [Add, Edit Supplier and Unit Cost](#)

RELEASE AND APPROVE REQUISITION OPTIONS

- From this screen, you can also continue the process to:
- [Release](#) and
- [Approve](#) the requisition, as required.



PRCode	PRType	Status	Lastname	ExoCost	EndCost	EventDate	EventTime	SupplierExist	Comments	Notes	CustomerCode	CustomerName	SourceRef
KPR000038	MAINT	N	B	9,928.00	11,417.00	25 Apr 2024	15:51:21	Yes					
KPR000037	MAINT	N	B	29,794.00	34,251.60	25 Apr 2024	15:50:55	Yes					
KPR000035	MAINT	N	B	29,794.00	34,251.60	25 Apr 2024	15:40:08	Yes					
KPR000034	MAINT	N	B	0.00	0.00	22 Apr 2024	12:34:30	No					
KPR000033	MAINT	N	B	0.00	0.00	22 Apr 2024	12:28:02	No					
KPR000028	MAINT	N	Rowan	17,007.00	19,538.05	12 Apr 2024	10:12:50	Yes					
KPR000027	MAINT	N	Rowan	3,500.00	4,025.00	11 Apr 2024	15:54:12	Yes					
KPR000018	MAINT	N	Rowan	20,206.00	23,236.90	05 Apr 2024	09:17:07	Yes		Primary Supplier.			
KPR000013	MAINT	N	B	1,750.00	2,012.50	04 Apr 2024	09:53:41	Yes					

- **Close** the screen -
- Or use the [Nucleus Open Windows Functionality](#) to return to the **Part Requests for the Site** screen where this process began.

Related Topics

[Part Requests - Requisition - Multiple Items](#)

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